

food & beverage checklist

Caterer

- Caterer _____
 Contact _____
 Phone _____
 Email _____
 Cellular _____
- Number of guests _____
 # of Adults _____
 # of Children _____
- Style of food service _____
 Appetizers _____
 Entrees _____
 Sides _____
 Non-alcoholic beverages _____
 Vegetarian _____
 Other _____
- Services included _____
 Cost per person \$ _____
 Required deposit \$ _____
 Deposit due date _____
- # of servers _____
 # of bartenders _____
 Staff attire _____
- Total cost \$** _____

Beverages

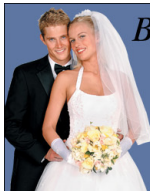
- Beverage Vendor
 Contact _____
 Phone _____
 Email _____
 Cellular _____
- Wine _____
 Beer _____
 Champagne _____
 Liquor _____
 Soft drinks _____
 Other _____
- Total cost \$** _____

Cake

- Cake Vendor _____
 Contact _____
 Phone _____
 Email _____
 Cellular _____
- Wedding Cake Description
 Size (# of servings and layers) _____
 Shape (round, square, heart-shaped, tiers, etc)

 Type _____
 Filling _____
 Icing (color and style) _____
 Decorations _____
 Mints/nuts/other desserts for table _____
 Top ornament _____
 Cost per serving \$ _____
- Total cost \$** _____
- Groom's Cake Description
 Size (# of servings and layers) _____
 Shape (round, square, heart-shaped, tiers, etc)

 Type _____
 Filling _____
 Icing (color and style) _____
 Decorations _____
 Mints/nuts/other desserts for table _____
 Top ornament _____
 Cost per serving \$ _____
- Total cost \$** _____



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CATERING AND EVENTS

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